



## **Kilmessan Mixed National School Safety Statement**

### **INTRODUCTION**

This document has been prepared in compliance with the Safety Health and Welfare Act 2005.

### **1. BOARD OF MANAGEMENT PHILOSOPHY**

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve as far as is reasonably practicable, the Safety, Health and Welfare at work of every employee, pupil and guest alike.

### **2. SAFETY OFFICERS**

The Board of Management is responsible for overseeing the safety provisions on behalf of the school and should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Our Board of Management Safety Officers are Sinéad Bennett and Edel Weldon. The main duties and responsibilities of the Board of Management are as follows:

- To guide and advise on all health, safety and welfare matters
- To ensure that the school fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005
- To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources
- To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date
- To ensure that adequate fire protection and prevention measures are provided.

### **3. HAZARDS**

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors
- Fuel tanks
- Trailing leads
- ICT Equipment (Computers, laptops, iPads etc.)
- Guillotines/Paper Shredder
- Projectors/Interactive Whiteboards
- Fuse Board
- Electric kettles and Marco
- Toasters / Sandwich-makers
- Cooker
- Boiler house
- Ladders
- Lawnmower

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- Excess gravel/uneven surfaces on school yard
- Protruding units and fittings
- External store to be kept locked
- Icy surfaces on a cold day
- Mats in corridors
- Windows opening out
- Manhole covers
- Outdoor Classroom
- Paths & steps to yard
- Climbing Wall

To minimise these dangers the following safety/protective measures must be adhered to:

- Access to and operation of plant/equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring items of plant in the course of their normal duties
- In addition, all such plant and machinery are to be used in strict accordance with the manufacturer's instructions and recommendations
- Where applicable members of staff have been instructed in the correct use of plant machinery and equipment
- All machinery and electrical equipment are fitted with adequate safeguards
- Precautionary notices, in respect of safety matters are displayed at relevant points.

#### **4. SAFETY TRAINING**

All relevant employees will be:

- Instructed in lifting and handling methods
- Advised of the protective clothing and safety equipment available and the areas where they must be worn
- Advised of the nature and location of fire equipment and how it is safely operated
- Notified of any changes in safety procedures.

#### **5. ELECTRICAL APPLIANCES**

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person, i.e. maintenance person, the supplier or his agent. Before using any appliance, the user should check:

- All safety guards, which are a normal part of the appliance, are fitted and in working order
- Power supply cables/leads are intact and free of cuts or abrasions
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.



## **6. CHEMICALS, SOLVENTS, DETERGENTS, COPIER TONER, ETC.**

Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in event of spillage, splashes etc.

## **7. WELFARE**

To ensure the continued welfare of children and staff, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in these areas.

## **8. FIRST AID**

The relevant AP2 or Deputy Principal is the person in charge of First Aid. There are First Aid bags available across the school to deal with minor injuries. There is a medical information noticeboard in the Staffroom. Staff regularly upskill in First Aid.

- The school is equipped with a store of First Aid requisites suitable for use in the administration of First Aid. There are First Aid bags located outside the Principal's Office, one outside Room 11 and one located in Room 15
- The bag located outside of the Principal's Office is brought on trips, matches etc. when groups of children are going "offsite"
- The class teacher attends to any accidents occurring while children are in class
- If a child has a fall or injury during play outside, the incident must be notified to the nearest teacher on yard duty. Small routine accidents are attended to by the teachers on supervision duty. Typically, in the case of routine falls, cuts and grazes, the teacher will clean the wound with antiseptic disinfectant and apply a suitable dressing, if necessary. Staff should wear disposable polythene gloves when treating wounds
- Serious accidents to children, such as deep cuts, fractured bones etc., will be reviewed by the teacher on yard supervision and another teacher. The principal, deputy principal or post holder with responsibility for First Aid should be consulted in more serious cases. In such cases, efforts will be made to contact parents/guardians/childminders. In cases where no parents are contactable, the school will use information on file in the school to refer the child for medical treatment to a GP or hospital
- Where there is any significant doubt regarding the health of a child (such as in the case of injury, illness, headaches) efforts will be made to contact parents
- When treating a child for illness or injury, teachers will ensure that another child or adult is present
- Details of accidents and First Aid applied are recorded in an incident book kept for that purpose in the First Aid bag. The teacher on duty will include date, time, child's name, circumstances of accident, nature of injury and treatment, if parent contacted, the entry being signed by the teacher

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- Accidents to school personnel or visitors to the school will be dealt with immediately by the person herself/himself and by other staff, as appropriate. Details of such accidents will be recorded in an incident book held by the Principal.

## **9. INFECTIOUS DISEASES**

All infectious diseases, including Covid-19, shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

## **10. FIRE PROTECTION**

Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements. All firefighting equipment is regularly tested and serviced by specified contractors. Relevant employees trained in the safe use of the equipment. All fire exits, and emergency paths of egress are marked using the standard symbols.

## **11. FIRE PREVENTION**

Fire safety inspections and analysis of potential fire hazards are regularly carried out. Liaison with relevant authorities takes place as is necessary.

## **12. EVACUATION**

An evacuation procedure has been prepared and is provided to each employee. Evacuation drills will take place at least twice per year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. There are evacuation drill zone signs on display around the school.

### **Fire Drill Procedures**

The school is equipped with a fire alarm system. This will be activated (manual) in cases where any risk of fire or actual fire emerges so that all children and adults can be evacuated from the school. The fire alarm is connected to the school gates which open automatically when the fire alarm rings. At the beginning of each school year, we hold a practice fire drill, so all pupils and staff are familiar with the evacuation procedures from their new location. We hold three unannounced fire drills (one per term) throughout the year.

The overall objective of managing fire risk in the school is to protect, first and foremost the health and lives of children, teachers, other staff and visitors to the school. All other considerations are secondary.

In managing the fire risk in the school, the staff has agreed exit routes and practice fire drills every term. During fire drills and in the case of actual fire evacuation, the following procedures are implemented.



- Fire bell rings and staff respond immediately
- Line up children quickly in the classroom, teacher brings their roll list (list of students' names) which is on display on the back of their classroom door
- Each teacher check toilets in own room
- Walk children quietly and calmly to their designated area (painted pole in school field). Ensure that all belongings are left behind
- Visitors during the fire alert must accompany the employee with whom they are dealing with to the assembly area
- Do not return to your class/school building
- By calling roll, confirm that all children in your class are in the designated position. If anyone is missing, inform the Deputy Principal immediately. Any children in learning support, language support or on a movement break, to be delivered to their class line by their respective teachers/ISAs
- Remain at the assembly point until the Principal provides additional instructions
- Phoning the fire brigade is the responsibility of the school Secretary and in her absence the person with the post of responsibility for fire drills (Deputy Principal)
- Should a fire occur, the parent and guardians will be notified by text to come and take pupils home
- If the teacher is not in the classroom, it is not possible to return to the room for the roll call sheet, so roll should be called orally, or a head count based on the roll that day
- If pupils are on yard when a fire drill commences, all pupils proceed directly to their designated assembly point.

### **13. SMOKING**

Smoking is prohibited in all areas of the school.



#### **14. DUTIES OF EMPLOYEES**

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in the Safety, Health and Welfare at Work Act 2005.

It shall be the duty of every employee while at work:

- to take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work
- to co-operate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions
- to use in such manner and to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare of which he/she becomes aware
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment provided in pursuance of any of the relevant statutory provisions for securing the safety, health or welfare of persons arising out of work activities.

#### **15. ACCIDENT/INCIDENT RECORDING**

All incidents, whether to employees, pupils or members of the public must be reported to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. In the case of more serious incidences, parents/guardians should be contacted, and an incident report should be emailed to the office for our records.

#### **16. GENERAL SAFETY**

The aim of the Board of Management of Kilmessan Mixed National School is to provide a healthy and safe working environment. This can be achieved with the help and assistance of employees and pupils by:

- Observing the general rules of safety
- Using all plant, machinery and equipment in a safe and proper manner
- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and or others
- Keeping work areas clean and tidy at all times
- Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

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### **17. CONCLUDING COMMENT**

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised, or updated at a future date so as to comply with any changes in conditions.

**SIGNED:** *Chairperson*

(CHAIRPERSON) DATE: 13-3-24

Updated: 12-10-2026

**SIGNED:** *Michelle M'Keown*

(PRINCIPAL) DATE: 13-3-24

Updated: 12-10-2026